

## Staffing Guide

| Position Description                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                        |                                                                                                                                                                                                         | Bell Person                                                                                                                                                                                                                                     |                                |                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------|
| What Determines Staffing Standard<br>(Circle key factors that apply)                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Hours of Operation    <u>  x  </u></li> <li>• Occupancy Rate        <u>  x  </u></li> <li>• Seasonal/Peak Workload    <u>  x  </u></li> </ul> | <ul style="list-style-type: none"> <li>• Staff Supervised        <u>          </u></li> <li>• Facility Layout           <u>  x  </u></li> <li>• Facility Size              <u>          </u></li> </ul> | <ul style="list-style-type: none"> <li>• Facility Age              <u>          </u></li> <li>• <u>                                </u>    <u>          </u></li> <li>• <u>                                </u>    <u>          </u></li> </ul> |                                |                             |
| Workload/Staffing Comments:                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                        |                                                                                                                                                                                                         |                                                                                                                                                                                                                                                 |                                |                             |
| <b>Not appropriate for Small/Medium properties.</b><br><b>Number of positions based on market served, hours of operation, occupancy, facility layout, frequency of check-in/outs</b>                                                                                                                                                                                                                                                             |                                                                                                                                                                                        |                                                                                                                                                                                                         |                                                                                                                                                                                                                                                 |                                |                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Small (1-75 rooms)                                                                                                                                                                     | Medium<br>(76-199 rooms)                                                                                                                                                                                | Large<br>(200-399 rooms)                                                                                                                                                                                                                        | Extra Large<br>(400-799 rooms) | Super Large<br>(799+ rooms) |
| <b>Staffing Standard</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | *                                                                                                                                                                                      | *                                                                                                                                                                                                       | **<br><b>2 (NA-2)</b>                                                                                                                                                                                                                           | **<br><b>3 (NA-2)</b>          | **<br><b>4 (NA-2)</b>       |
| <b>Alternate Staffing Standard (If Required)</b>                                                                                                                                                                                                                                                                                                                                                                                                 | <b>None</b>                                                                                                                                                                            | <b>None</b>                                                                                                                                                                                             | <b>None</b>                                                                                                                                                                                                                                     | <b>None</b>                    | <b>None</b>                 |
| Explanation of Alternative Staffing Standard                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                        |                                                                                                                                                                                                         |                                                                                                                                                                                                                                                 |                                |                             |
| Staffing Standard Footnotes<br><br>* Other staff may be used to assist customers with baggage (e.g. Laborers, Security Guard, etc.).<br>**Flex Position. This position is limited use and establishment of position is based on unique local justification. The number of employees actually hired is based on the market served, number of buildings, and number of rooms in buildings, elevator access, and frequency of check-in/check –outs. |                                                                                                                                                                                        |                                                                                                                                                                                                         |                                                                                                                                                                                                                                                 |                                |                             |